



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TRANSMISSION AND COLLECTION ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, and direct work crews engaged in a variety of operation, maintenance, repair, and reconstruction activities in the water distribution, wastewater collection, storm drain, and flood irrigation systems. To coordinate utility maintenance activities with other sections in the division; and to provide staff assistance to the Deputy Water Utilities Manager - Operations.

Supervision Received and Exercised:

Receives direction from the Deputy Water Utilities Manager - Operations or from other supervisory or management staff.

Exercises direct supervision over supervisory, technical, and maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the utility maintenance operations within the Operations Division; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in infrastructure maintenance, repair and reconstruction, and meter maintenance and operations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Effective November 1988

Revised December 1994

Revised & Title Change February 2000

Revised November 2001

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Transmission and Collection Administrator (continued)

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenditures.
- Participate in the selection of staff, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Investigate work-related accidents; inspect infrastructure facilities and equipment for needed maintenance and repairs; inspect the work of crews while in progress; provide advice and assistance to subordinate supervisors.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Review infrastructure-engineering plans for conformance to City codes; attend pre-construction meetings as required.
- Implement and administer computer-mapping system; implement and administer a computerized maintenance management system; coordinate system operations with other departments and divisions.
- Arrange for service, repair and replacement of maintenance equipment; requisition supplies and materials.
- Maintain time, material, and equipment use records.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible water and wastewater maintenance experience including two years of supervisory responsibility.

Training:

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Equivalent to completion of the twelfth grade, supplemented by specialized training in construction technology or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate valid Arizona drivers' license.

Possession of the Grade III Water Distribution and Wastewater Collection Operator certificates issued by the State of Arizona. Possession of, or ability to obtain, the Grade IV Water Distribution and Wastewater Collection Operator certificates issued by the State of Arizona.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 8660

Salary Range: 47

Compensation Plan: P40/Regular

FLSA: Exempt